



Provider Communication

Subject: Web Portal Password Changes	Priority: High
Date: March 29, 2005	Message ID: ACSBNR03292005_1

Dear Provider,

This message contains important information about changes to GHP Web Portal passwords that will be implemented during April 2005.

The deadline for compliance with the HIPAA Security Rule is April 20, 2005. In order to comply with the regulations, DCH will now require regular periodic changes to passwords on the GHP Web Portal. Therefore, the following changes will be implemented in April:

- All users will be required to change their passwords prior to Friday, April 29. The GHP Portal will automatically cancel passwords in use for over 60 days by prompting users to change their passwords on a rolling basis throughout April. Users are encouraged to change their passwords prior to the start of the rollout to avoid the automatic expiration of their passwords. Users may utilize the “change password” function (top right button on each page of the GHP Web Portal) at any time prior to April 29 to change their passwords.
- After April 29, passwords must be changed every 60 days. Users may utilize the change password function or wait for the GHP Web Portal to prompt users to change their passwords. Once prompted, users must change their passwords.
- Passwords must be at least eight characters long, at least four of them alphabetical, one not alphabetical, and must not have more than two repeated characters. The password is sensitive to capital and small letters. This is consistent with good business practices for password security. An example of a valid password is Pr3d1ct2.
- Users who forget their passwords may ask their primary office administrator for assistance with changing passwords.

Please remember that sharing your user ID and password violates accepted security procedures. Please safeguard your user ID and password and allow no one else to use it.

Thank you for your continued participation in the Georgia Medicaid and PeachCare for Kids programs! We also thank you for your continued use of the GHP Web Portal.